

CLASS TITLE: SENIOR SCIENTIFIC RESEARCH GRANT ASSISTANT

Class Code: 02453700
Pay Grade: 19A
EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: At the University of Rhode Island, to work with a principal investigator(s) co-investigators, and collaborators and manage all matters pertaining to assigned grant(s) administration and related fiscal and administrative matters involving sponsored projects and other funding grant sources; to provide comprehensive pre- and post-award management, subcontract administration, financial assistance, and analysis; to provide administrative liaison between the College, Dean's Office, Office of Sponsored Projects (OSP), collaborating institutions, sponsoring agencies, and principal investigators on grant status; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the College Dean, Director or delegated administrator while adhering to established instructions and procedures with moderate exercise of independent judgment; receives moderate instruction and supervision from principal investigator.

SUPERVISION EXERCISED: To serve as a lead worker by assisting a supervisor in acclimating new employees to the job duties; if assigned, may review work and/or assist in training lower-level staff and perform other lead tasks as assigned. May provide instruction to new employees in training.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

At the University of Rhode Island, to work with a principal investigator(s), co-investigators, and collaborators and manage all matters pertaining to assigned grant(s) administration and related fiscal and administrative matters involving sponsored projects and other funding grant sources.

To provide high-level comprehensive pre- and post-award management, subcontract administration, financial assistance, and analyses.

To provide administrative liaison between the College, Dean's Office, Office of Sponsored Projects (OSP), collaborating institutions, sponsoring agencies, and principal investigators on grant status.

During the Proposal Administration (Pre-Award) phase:

To provide high-level grant and proposal services to a college and OSP for proposals submitted by principal investigator(s).

To assist with proposal budget preparation and justification.

To prepare required agency budget forms and all financial submission documents in accordance with sponsor instructions under the guidance and direction of a principal investigator.

To organize and manage the coordination of required documentation from principal investigator(s), co-investigators, collaborators, and sub-contracting institutions under the guidance and direction of a principal investigator.

To monitor proposal changes in proposal systems and adhere to agency-specific proposal guidelines to assist the principal investigator with potential policy issues and problem resolution.

To conduct research on administrative systems and federal websites.

To attend meetings and informational sessions on pre-award grant requirements.

During the Subcontract Management (Pre- and Post-Award) phase:

To communicate with co-investigators, collaborators, and subcontractors to obtain sub-recipient monitoring documents, yearly budgets, statements of work, spending plans, and justifications in coordination with the principal investigator.

To initiate sub-award requests for purchase orders, including any change orders for Advice of Change (AOC) for additional work, increase of funds and/or time for completion of sub-award, in coordination with the principal investigator.

To monitor grant award spending rates by maintaining spreadsheets and records of funding expenditures.

To secure approval on all sub-contract invoices from the principal investigator.

To monitor and resolve award issues with the OSP Proposal Administration (Pre-Award), in coordination with the principal investigator.

During the Financial Management (Post-Award) phase:

To manage grant portfolios and serve as resource to the principal investigator using financial analytics.

To develop detailed reports for the principal investigator on the financial status of awards, including forecasting expenditures and personnel management, and develop financial strategies for use and expense of available funding in keeping with budgetary constraints and sponsored agency cost rules and regulations.

To advise the principal investigator and department manager/coordinator on research funding matters such as maintaining appropriate stewardship of funds received from external sponsors.

To assist with financial information, such as cost-sharing and financial closeout for timely account reconciliation.

To independently design and manage complex spreadsheets for tracking of all expenses to grants.

To analyze availability of project staff and graduate student academic and summer support through grant funding and/or other sources of support; assure that principal investigator academic and summer effort is proactively planned and expensed.

To coordinate re-budgeting requests and approvals for pre-award spending, and to reconcile post-award expenditures and cost-sharing commitments.

To maintain records and files to ensure a clear audit trail exists for all sponsored projects and other funding sources.

To provide oversight of all personnel, purchasing and travel requests for all sponsored projects and other funding sources of an assigned group.

To attend University-sponsored training and information sessions on topics of post award grant administration.

To process new hires following University policy and procedures; prepare, compile and submit required new hire documentation (domestic and international).

To prepare and submit position action forms (PAF), employee action forms (EAF) and internal payroll (IP-1 and SR-1) forms with supporting documentation.

To collect timesheets for students and hourly employees for review and approval by a principal investigator.

To verify payroll distribution is correctly stated on student and staff ECRs.

To distribute forms for approval by a principal investigator.

To communicate with the URI Human Resources Office as needed.

To prepare and submit all necessary purchasing documents and invoice vouchers.

To review and approve daily/monthly P-card transactions, which entails verification and completion of reconciliation package, in coordination with the P-card administrator.

To communicate with Purchasing Department, Accounts Payable and suppliers as needed.

To coordinate and process research-related Travel Authorizations (TAs) and Expense Reports (ERs) for assigned group to include URI personnel (internal travelers) and non-URI personnel (external travelers).

To process invoice voucher reimbursements for external travelers.

To communicate with Travel Department as liaison when necessary.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS, AND CAPACITIES: A thorough understanding of grant funding policies and procedures and applicable local, state, and federal regulations; a thorough understanding of local, state, and federal funding sources and the ability to locate potential sources for funding; thorough knowledge of Microsoft Excel for formulating and manipulating financial spreadsheets; thorough knowledge of office systems and software packages utilized for creating, editing and storing of scientific research documents, corresponding graphics and awarded funds; a thorough knowledge of the principles and practices utilized for budget preparation, including the ability to project future financial requirements; a thorough knowledge of general office practices, commercial arithmetic and written and verbal business English; advanced project management skills and ability to prioritize work and resources; knowledge of MAC and/or Windows Operating Systems, usage of a personal computer (PC) and standard desktop office tools; the ability to research and develop new and modify existing office automation aids required for the successful completion of research projects; the ability to maintain files and records; the ability to establish and maintain effective working relationships with superiors, associates and other employees; the ability to supervise, coordinate and review the work of subordinates assigned to assist; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Graduation from a two-year college of recognized standing including courses in basic accounting, office practices, typing and the operation of automated office equipment and supplemented by courses in engineering or physical/biological sciences; and

Experience: At least three (3) years of employment in a responsible position involving grants support and management tasks as well as ensuring the smooth functioning of the administrative and office systems including accounting, budgeting, and electronic office operations.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 21, 2021